



U.S. Department of State Career Transition Center

CTC NEWSLETTER

(Print Version)

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**Happy
St.
Patrick's
Day!**

*"Before everything
else, getting ready
is the secret of
success."*

- Henry Ford

Career Insurance: Prepare for the Coming Year

- Thomas W. Morris III

(Originally published in Executive Update, April 2001)

WORK

Take responsibility for your own career.

Don't count on others, and for sure don't blame others for where you are or what you are doing. By and large, we actually are the land of the free and the home of the brave. Be brave and exercise your freedom so it doesn't stagnate.

Conduct your own performance reviews.

Every six months, update your resume. Don't rewrite it, just add to the "Accomplishments" listed under your current job, to the

"Education / Training" section, and the "Personal" section (this may be kept separate from the resume). If you can't add anything to these three sections, it's time to start planning what you are going to do in the next six months.



Take an inventory of your work.

Draw a line down the middle of your monitor or on a blank

piece of paper. Put a "plus" on one side and a "minus" on the other. Write down what you do and don't like about your work. How can you do more of what you like? What can you change about what you don't like? Should you? Why? Walk, meditate, go inside. What's there? What do you want there?

Develop multiple sources of income.

Have you noticed how much longer and better people are living now? The change in our lifetime has been

enormous. 60 or 70 aren't necessarily "old" anymore. Many of us will live into our 80s, 90s or beyond. How are we going to afford it? The key: develop multiple sources of income. Most of us have them or are in the process of developing them: dual income families; 401K, Keogh's or IRA's; a vacation home or cabin that can be rented out occasionally; equity in our house or condo; part-time work as a consultant, writer or teacher; turning an avocation into an income-producing activity. By creating multiple sources of income as you progress through your career, you create increased options for yourself as you gracefully and productively grow older.

Follow your own path.

Life is not a dress rehearsal. If you don't do it now, when will you do it?

Take risks.


Stuff happens. Change occurs. Be the subject of some. Don't always be the object, the receiver of change that comes from outside. Calculate which risks are worth taking, and then take them. Focus on your goals and keep moving toward them.

OTHERS

Respect the inner spirit of every individual.

I'm a consultant. By and large I don't get to choose who I work with. For more than

22 years, I have been working one-on-one with people I've never met before. People walk into our office, we shake hands, smile and say hello, then they sit to talk about who they are, what they want to do and where they want to go. I don't always like them all, but I try hard to always respect each person. I believe it makes my work a lot more pleasant and productive.



"You must take personal responsibility. You cannot change the circumstances, the seasons, or the wind, but you can change yourself. That is something you have charge of."

- Jim Rolin

Listen to words, listen for needs.

The willingness and ability to listen to what others have to say or suggest is a universally - admired trait. It helps people get accepted, get promoted and get directions in a

foreign country where they don't speak the language. The simple piece of advice above was something I learned from an intern who worked for me more than 25 years ago. I've never forgotten it and try to consciously apply during important interpersonal discussions.

Ask for what you want.

This assumes you know what you want. Do you know what you want? Screen your wants through your moral code, then write them down. What can you do to move toward the goals you set? Write down who or what can help you overcome resistance, and then write down your plan. Now ask. (If you don't ask you may never get it. Also be prepared to not get it or get it.)

SELF

Have a life beyond work; take time for yourself.

These two pieces of advice work best when combined.

Floss your teeth.

People who do this regularly tend to live longer, healthier lives. It may sound trite, but it usually means they take better care of their physical and mental health.

Studies have shown, there is not any significant diminishment or mental or physical ability that is caused by aging *per se*. in people who are 80 years old and take reasonably good care of themselves. It's possible, not only to live longer than most of us at one time thought we would, but to live healthier, more actively, and more productively than any other people in the history of the human race. But ya gotta floss your teeth to get there.



"I don't want to achieve immortality through my work. I want to achieve it through not dying."

- Woody Allen

Thomas W. Morris III is certified internationally as a Career Management Fellow. He is widely quoted and published in local and national publications and on career-related websites.

His firm, Morris Associates, Inc., provides career transition and coaching for individuals, and training and retreat facilitation for organizations. Call or email for a free article. Tom can be reached at tom@morrisdc.com or (202) 835-1750. Visit Morris Associates, Inc. on the web at <http://www.morrisdc.com>.



"The will to succeed is important, but what's more important is the will to prepare."

- Bobby Knight

Editor's Note



1. Here is some additional reading on life planning and preparation:

Richard N. Bolles
The Three Boxes of Life and How to Get Out of Them An introduction to life-work plan-

ning. The three boxes are education, work and retirement. Bolles challenges readers to integrate the three.

William Bridges
Transitions: Making Sense of Life's Changes

Takes the reader step-by-step through the three stages of transition: endings, the neutral zone and the new beginning.

L. Sunny Hansen

Integrative Life Planning: Critical Tasks for Career Development and Changing Life Patterns

The ILP framework helps the reader develop career and life pathways that are responsive not only to the individual's economic, spiritual, cultural and family needs, but also to equally important community needs.

Frederic M. Hudson

The Adult Years, Mastering The Art Of Self-Renewal

How adults can continue the learning and development of their younger years to design coherent, mature lives that are resilient enough not only to survive but also to be visionary and regenerating.

Frederick M. Hudson & Pamela D. McLean
Life Launch: A Passionate Guide to the Rest of Your Life

This book about "adult life designs" helps the reader envision optimal choices in the years ahead. Lots of tools and exercises to help with the process.

Phillip C. McGraw

Life Strategies: Doing What Works, Doing What Matters

Dr. Phil's bestseller outlining the "Ten Laws of Life"



2. News you can use

a. I noticed several items of interest in the January 2004 *Foreign Service Journal*:

"I always wanted to be somebody, but I should have been more specific."

- Lily Tomlin & Jane Wagner

· The Foreign Service Retiree Association of Florida has published a book entitled Serving America Abroad: Real-Life Adventures of American Diplomatic Families Overseas. (Published by Xlibris; \$22.99; available online from Amazon, Barnes & Noble, and Borders.) No moss growing on those guys!

· George Jones, the AFSA "Retiree VP" (not the singer of country fame!) has an article on page 5 of the AFSA news supplement (center yellow pages) cautioning vigilance on your Foreign Service Annuity Supplement Computation.

· "Q&A: Retiree Issues" on page 7 of the AFSA news supplement has very good information on re-employment as a WAE.

· AFSA publishes a Retiree Directory! The latest edition was published in December 2003. (AFSA's telephone is 202-338-4045, their website is www.afsa.org, and the e-mail for the Retiree VP is jones@afsa.org.)

b. In the February 2004 *Foreign Service Journal*:

· "President's Views: All Honor to Our Veterans" on page 5 -- AFSA President John Limbert writes that "AFSA has found its retiree members to be a rich source of support and knowledge."

c. In the January 2004 *State Magazine*:

· "Letters to the Editor" on page 3 has

some very nice letters about retirement.

- "Retirees Tour Battlefields" in the "In the News" section on page 8 – reports on Paul Blackburn, John Reid, Jim Conley, and Ben Fordney's participation in "Prelude to Gettysburg" sponsored by the Shenandoah Civil War Associates.

- "With Honors: Secretary Rushes Home to Honor Retirees" by Dave Krecke on pages 28 – 30.

- "Road Scholars: If There Were Car-pool Olympics, They Would Get the Gold" by Paul Koscak on page 34. He is writing about retiree Charles (better known as Chuck and my personal Hero) Greco and future retiree Robert Haukness.

d. In the February 2004 *State Magazine*:

- "Sweet Home Alabama" on page 46 (in a new occasional feature section called "Our Town" about retirees!) reports on the not-so-retired retirement of Bob and Barbara Smith.

e. Retiree Mark Jacobs has published another great book -- *A Handful of Kings* published by Simon & Schuster. This one's a mystery featuring an FSO heroine! Reviews are comparing Mark to Graham Greene – Go, Mark!!

*"I don't need your rockin' chair
Your geritol or your medicare
'Cause I still got neon in my veins
This gray hair don't mean a thing*

...
*"Retirement don't fit in my plans
You can keep your seat I'm a gonna stand
An Eskimo needs a fridgedaire
Like I need your rockin' chair"*

*From "I Don't Need Your Rockin' Chair"
as sung by George Jones*

Job Leads



A lot of you liked the e-mail job lead we sent out on January 30th entitled "One Thing Leads To Another."

In that e-mail, we encouraged job searchers to keep abreast of local and national events to help direct their search. Here are some of the helpful websites we listed in that e-mail:

Fairfax County Chamber of Commerce = www.fccc.org.

That website is an absolute gold mine with hyperlinks to member companies' websites and some truly excellent hyperlinks to other job search resources.

Fairfax County Economic Development Authority = www.fairfaxcountyyeda.org.

That website has a "Living and Working" page with "Career Information" and more truly excellent hyperlinks to local companies and job search resources, including:

Northern Virginia Technology Council = www.nvtc.org

This website has a "Regional Job Center" on their website.

Northern Virginia Workforce Investment Board = www.myskillsource.org

This website has information on jobs, on starting a small business, on training, and more.

Virginia's Electronic Labor Market Access = www.careerconnect.state.va.us

This website has "job seeker connections" plus other helpful info and hyperlinks to other job search resources.

Chamber of commerce websites are veri-

table fonts of job search information and we encourage job seekers to check out their local and state chambers. You can find their sites on the site of the **U.S. Chamber of Commerce**: www.uschamber.com/careers/

Attention JSP Grads!



The next **CTC Job Fair** will be held on March 23, 2004 from 1:00 p.m. until 4:00 p.m. in the Field House at the Shultz Center (aka FSI or NFATC). Make extra copies of your resume, put on your suit, and join us there!



You can receive the **CTC Newsletter** much faster by e-mail than by snail mail! Added benefits are receiving the job leads, sparing innocent trees from destruction, and saving a few dollars for the U.S. taxpayer.

If you have an e-mail address, please let us know!



Ford Latin America Group

(FLAG) meets the second Wednesday of each month, except July and August, at 12 noon at the DACOR Bacon House at 1801 F Street, NW, Washington, DC.

"Life Law #10: You Have to Name It to Claim It. ... Not knowing precisely what you want is not okay. This Life Law means what it says in the most basic sense. If you cannot name, and name with great specificity, what it is that you want, then you will never be able to step up and claim it."

- From Life Strategies by Phillip C. McGraw



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